

Note-Taker Agreement Form

Thank you for offering to collaborate with your classmate, the professor and the Disability Resource Center (DRC) by agreeing to share your notes. Your responsibilities as a note-taker include:

1. Attend class on a regular basis and take comprehensive, legible notes.
2. Arrange a system of exchanging notes with your classmate. Possible options include:
 - Use carbonless copy paper (provided by the student) and provide notes at the end of each class
 - Email notes to him or her
 - Make copies at the DRC
 - Suggest another system to the student to see if it works for both of you
3. Follow through by providing notes following the agreed-upon arrangement.
4. In collaboration with the student, determine how to handle note-taking in the event of your absence.
5. Turn in Note-Taking Agreement to the DRC at least 3 weeks prior to the end of the semester to receive letter of volunteer service.
6. Talk with the student about the notes, your role, or any questions. Concerns that cannot be addressed by the student should be brought to the attention of DRC staff (569.3143).
7. Maintain confidentiality at all times. (Do not disclose the student's name or the nature of service being provided.)

Terminating Services

Occasionally students have preferences that do not match the note-taking style of the first note-taker they select. If this is the case, the student may choose to identify another note-taker after a few weeks of class. Likewise, if you find sharing your notes is not working out for you, please let the student know and he or she can identify another volunteer.

Letter of Service

In appreciation of your work as a note-taker, the DRC would like to formally recognize you through a letter of volunteer service for your portfolio or resume. To receive your letter, turn in the bottom portion of this Note-Taking Agreement form to:

Disability Resource Center
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204
Fax: 501-569-8068

Semester _____

Name of Note-taker _____ ID# _____

Name of Student Receiving Notes: _____

Course Name/Number _____ Section # _____

Note-taker Email _____ Note-taker Phone _____

Street Address: _____

City, State, and Zip Code: _____